

DEPENDENT VERIFICATION PROCESS!

The City recognizes that families are important to its employees. This week's message is therefore dedicated to the dependent verification process, in preparation for open enrollment **November 3rd - 21st, 2008**.

- ⇒ During open enrollment, (and with any qualifying event throughout the year), documentation must be provided to the Human Resources (HR) Department if you wish to add a dependent (**spouse, child, or dependent other than child**) to your health and/or dental coverage.
- ⇒ Please note that documentation must be submitted to the HR Department no later than **November 21, 2008** for dependents added during open enrollment. You may wish to begin gathering these documents now to ensure that you have what you need for open enrollment.
- ⇒ In order to ensure accuracy of dependent information, you will be asked to verify the dependents which are currently enrolled on your plans. You will be sent a letter identifying your current dependent names. You will want to ensure that all dependent information is accurate!

To assist in educating you on the dependent verification process, please review the **"Who Is An Eligible Dependent"**, **"What Are Acceptable Documents"**, and **"What Are Qualifying Events"** sections in this flier.

Who Is An Eligible Dependent ?

Dependent Spouse: consists of a husband, wife, or registered domestic partner

Dependent Child: consists of a biological, adopted, foster child, stepchild, or legal ward (guardianship)

Dependent Other than Child: consists of a biological, adopted, or grandchild for which the employee has legal guardianship

What Are Acceptable Documents ?

Documentation must be provided if you wish to add a dependent to your health and/or dental coverage.

The following are **Required Documents** (Proof) to Enroll a Dependent in Your Coverage (*Photocopies are Accepted*):

1. Proof for Dependent Spouse or Registered Domestic Partner

- Marriage License
- Same-sex Domestic Partnership Certification Form issued by the State of California

2. Proof for Dependent Child (If age 19 or older requires school verification showing up to 12 units or more)

- Birth Certificate
- Adoption papers
- Legal Guardianship substantiated by a Court Order

3. Proof for Dependent other than Child

- Legal Guardianship substantiated by a Court Order
- Affidavit of Residence and/or Dependency for "Other" Children

Important Note: For **ALL** required documentation submitted to show proof of eligible dependents, please write your **5 digit employee ID** on each applicable document.

What Are "Qualifying Events" ?

To add yourself or any dependents to a plan outside the Open Enrollment period, there must be a "qualifying event." Examples of qualifying events include: birth or adoption of a new child, marriage, registered domestic partnership, or loss of coverage under a spouses' plan.

◆ **When Can I (Employee) or Dependents Be Added?**

You may add yourself or new dependents within 30 days of the qualifying event (i.e. marriage, birth of child, registered domestic partnership, adoption, and loss of coverage).

◆ **When Can Dependents Be Deleted?**

Dependents may be deleted at any time. Once dropped, the dependent (s) may not be added again until the next Open Enrollment period, if eligible. Unless, sufficient proof is provided that the dependent has a qualifying event to re-enroll into City medical and/or coverage (i.e. layoff, court order, etc).

◆ **When Do Dependent Changes Take Effect?**

Any coverage change, such as adding or deleting a dependent, is effective the first of the following month of the qualifying event.



For detailed information on dependent changes to your medical and/or dental plans, you may also review the City's medical and dental policies, which are **V-9 & V-10** located online within the Personnel Policy & Procedures Manual.

We hope that you'll find our weekly updates helpful. Stay tuned for more information!

Information provided courtesy of the Human Resources Benefit Division